



## Work Group Pilot Program Policy Token Creek Conservancy

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The Village of Windsor (Windsor) is dedicated to the management of the Token Creek Conservancy (Conservancy). The Work Group Pilot Program Policy (Policy) is written to guide volunteer efforts within the Conservancy. This policy is intended to encourage volunteerism by efficiently and effectively utilizing volunteers in the Conservancy to meet the recognized landscape, facilities and recreation management needs.

This policy defines the role and responsibilities of individual volunteers, and volunteer groups, and the Director of Public Works, or designee.

### **PROCEDURE**

Activities by volunteers shall be consistent with the adopted Token Creek Conservancy Master Plan and Park and Open Space Plan, where applicable.

### **VOLUNTEERS**

A volunteer is defined as a person, or group, who provides free services for the betterment of the Conservancy system. Volunteers may participate in a single event or may have a formal relationship as an individual or through a recognized volunteer group. All volunteers must sign the Volunteer Registration & Release Form before performing any services in the Conservancy.

Individuals or groups interested in volunteering in the Conservancy shall contact the Director of Public Works, or designee, to provide their interests and commitment level. The Director of Public Works, or designee, will provide direction that outlines the approved activities.

Volunteers are required to understand and abide by safety guidelines and must abide by all rules and ordinances. All work days must be scheduled in advance with the Director of Public Works, or designee.

The Director of Public Works, or designee, will identify training/certification needed and provide information on the availability of such courses to volunteers. As required by the Director of Public Works, or designee, volunteers providing the following services shall provide evidence of approved safety and/or training courses in these areas: application of registered herbicides, using chainsaws or other power equipment, participating or conducting controlled burns, and/or tree climbing for the purposes of tree pruning or other services.

Conservancy activities are often led by staff, a trained naturalist or a volunteer approved by the Director of Public Works, or designee. It may also include individuals who have shown dedication in providing a needed service to the Conservancy system.

While Windsor is willing to provide supporting services and/or supplies needed to accomplish volunteer projects, there may be limitations in what can be provided based on the priorities and constraints of the Conservancy and the budget. Examples of services and/or supplies that may be provided include trash bags, mulch, tools, expertise, and best practices for completing a project.

Volunteers will report their hours and activity logs to the Director of Public Works, or their designee.